



# ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

**APPLICATIONS ACCEPTED CONTINUOUSLY**  
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

## **LIBRARIAN I**

NO. 41-013

**\$37,222 - \$48,915**

### **Notice to Candidates:**

**Transcripts will now be accepted by the Department of Personnel ONLY at time of application.  
All subsequent transcripts must be submitted at time of interview.**

**RESIDENCE REQUIREMENTS:** THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION. If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.  
This eligible list will be used to fill vacancies in public libraries throughout the Buffalo and Erie County Public Library System. A small number of vacancies is anticipated.

### **MINIMUM QUALIFICATIONS:**

A Master's degree from a library school that is accredited by the American Library Association or registered by the New York State Education Department; OR, an equivalent combination of training and experience approved by the Public Librarian's Certification examination committee of the New York State Education Department.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for a New York State Public Librarian's Professional Certificate at the time of application for appointment, possession of certificate at time of appointment. Candidates that possess a valid New York State Public Librarian's provisional certificate (issued prior to 1/1/77) also qualify.

Travel is required for several assignment areas, therefore, candidates may be required to demonstrate possession of a valid NYS Driver's License and means of transportation at time of appointment.

**DUTIES:** As a Librarian I you will perform beginning professional library duties. Typical tasks include: provides reader's advisory assistance, quick reference, and research assistance; utilizes information resources in a variety of formats to meet needs of library patrons; may serve as subject specialist; provides guidance in the use of the library, the library catalog, reference materials, computer databases, and other available library services; may provide training to the general public and library staff; plans, presents, and/or supervises library programs for patrons of all ages; publicizes library activities and materials through displays, bibliographies, brochures, social media, websites, etc.; engages in outreach activities and special projects to promote library presence in the community; serves as library liaison to various groups; schedule, assign, supervise and monitor the work of clerical and part-time employees within an assigned area; develops and maintains library collections of all formats by recommending, selecting and/or removing materials for assigned collections; performs cataloging, classification techniques, and record editing; prepares statistical and/or narrative reports, memoranda and correspondence; keeps informed of professional developments; assists higher level Librarian and/or administrative officer in his/her function.

If Assigned to a Branch Library: under the guidance of a higher level librarian, provides general oversight of a branch's daily operations; supervises branch library staff; recommends appointment, promotion, disciplinary action of branch staff; provides oversight of branch collection and makes recommendations to Central Collection Development for new materials.

A medical examination may be required before appointment.

**SUBJECT OF EXAMINATION:** There will be no written or oral test for this examination. The training of qualified candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must also attach a transcript to your application. Vagueness and omissions will NOT be resolved in your favor.

**WHERE TO APPLY:** You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at [www.erie.gov](http://www.erie.gov). Click on "Erie County Civil Service / Dept. of Personnel" then "How to Apply" then "Applications". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices. If you qualify for the examination to which you apply, you will be sent a training and experience questionnaire to be completed by you and returned to the Erie County Personnel Department.

For information on Librarian Examinations and vacancies in other areas of New York State, you may contact the New York Library Association at 6021 State Farm Road, Guilderland, New York 12084. Their telephone is: 518-432-6952 and their Web Site: [www.nyla.org](http://www.nyla.org).

Application forms for the public librarian professional certificate may be obtained by writing to: NEW YORK STATE EDUCATION DEPARTMENT, Division of Library Development, , Cultural Education Center Room 10 B 41, Albany, New York 12230.

**REISSUED: 01/15**

**MILITARY STATUS:** If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

**VERIFICATION OF QUALIFICATIONS:** Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

**\*\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\*\***

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.